

TITLE: Resident Engineer

FLSA Status: Exempt

Employment Status: Salary Full Time

SUMMARY

This position reports directly to the Executive and Deputy Executive Directors. The Resident Engineer will perform routine and complex engineering duties and design in support of the Authority's wastewater facilities, assist in the preparation of engineering and construction contracts for bidding of authority projects, review detailed construction shop drawings for conformity to contract plans and specifications. The Resident Engineer will also process/review sewer connection requests and Treatment Works Approval applications for the Authority.

RESPONSIBILITIES

- Assists the Executive Director in all phases of work.
- Perform engineering design for Authority projects, maintain systems and file utilities, troubleshoot systems and recommend upgrades.
- Perform complex engineering calculations, planning, permitting, design, and engineering cost estimates for Wastewater capital improvement projects.
- Performs complex engineering calculations, design and computer aided design (CAD) for all structural systems (steel, concrete, etc.) hydraulics, sewer design, pump station design and Wastewater treatment processes.
- Prepare engineering and construction contracts for bidding of Authority projects.
- Review detailed construction shop drawings for conformity to contract plans and specifications.
- Perform construction inspection as required.
- Review all contractor quantities for progress payments. Review contract modification requests. Track and monitor all project costs.
- Provide engineering input on wastewater treatment projects.
- Provide overall project management of capital improvement projects.
- Prepare "Requests for Proposals" for all outside engineering/surveying/inspection services and project management of said third party consultants.
- Responsible for monitoring of the Authority's Master Sewer Map and Authority's review/approval of system connection requests and Treatment Works Approval applications.
- Interaction, coordination, and follow up with local, county and state governmental agencies.
- Maintains electronic files, scans documents, and prepares graphics for presentations.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the CCUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, and attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position.
- Participates in other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Chemical, Civil, Environmental, Mechanical and/or Architectural Engineering.
- License to practice engineering in the State of New Jersey.
- Minimum 10 years' experience in Civil/Environmental Engineering Field.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Knowledge of NJDEP permitting, and all Building codes.

- Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint), AutoCad and other civil engineering related software applications.
- Exceptional communication skills.
- Proficient and have a working knowledge of Microsoft Office Suite (Excel, Word and Outlook), Electrical Maintenance Systems and software, Accounting Systems, and other related applications.
- Excellent organizational, leadership and project management skills interpersonal, written and verbal communication skills
- Must be highly motivated and flexible
- Must be willing and able to report to work during all weather-related conditions and emergencies.

PREFERRED QUALIFICATIONS

- Master’s Degree in Chemical, Civil, Environmental, Mechanical and/or Architectural Engineering.
- NJDEP Wastewater Treatment License highly desirable
- NJDEP Wastewater Collection License highly desirable

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 25lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Occasionally ascends/descends ladders. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Must be able to work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Must be able to work in all outdoor weather conditions.

Job Description Acknowledgement

Employee (Print Name):	Employee’s Signature:	Date:
Supervisor (Print Name):	Supervisor’s Signature:	Date: